



Participation Request

(1) Date		(3) Bureau or Office			Jacket Number	
(2) Department/Government Establishment						
(4) Requisition Number	(5) Billing Address Code	(6) Agency Location Code (ALC)	(7) Line of Accounting (If applicable)			
(8) Cardholder's Name	(10) Email	(11) Phone Number	(12) Limit	(13) Address		
(9) Cardholder's Title				(14) City, State		(15) Zip Code
(16) GPOExpress eView Administrator's Contact Name		(17) eView Administrator's Telephone Number		(18) eView Administrator's Email		
(19) Financial Contact's Name		(20) Financial Contact's Telephone Number		(21) Financial Contact's Email		
(22) Primary Contact's Name		(23) Primary Contact's Telephone Number		(24) Primary Contact's Email		
(25) Address			(26) City		(27) State	(28) Zip
I certify that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment. I understand that GPO Form 3001 Authorizes Funding for the GPOExpress program.						
(29) Contact Fax Number		(30) Authorizing Signature			(31) Title of Authorizing Official	



FORM 3001 INSTRUCTIONS

GPO Express

1. **Date:** Enter the date on which order form is prepared.
2. **Department/Government Establishment:** Enter the name of the Department, Government Establishment, or organization for which the order is being placed.
3. **Bureau or Office:** Enter the name of bureau or office originating the requisition.
4. **Requisition Number:** Insert the number of the 18 digit requisition in sequence of release using the following format: first digit, a number indicating FY of req; second digit, a hyphen; digits 3 thru 7, numeric; 8-18 alpha or numeric. Example: 7-12345-GPOExpress
5. **Billing Address Code (BAC):** Enter the 6 digit BAC assigned to your agency by GPO. If no BAC code has been assigned, please contact your GPO representative.
6. **Agency Location Code (ALC):** 8 digit account number assigned by the Department of the Treasury. Your ALC is required if you are using Treasury's Intra-governmental Payment and Collection system (IPAC).
7. **Line of Accounting:** Must be a general line of Accounting and not document specific.
8. **Cardholder's Name:** GPOExpress authorization cards will be issued to individual cardholders. You must indicate the name as it is to appear on the GPOExpress card.
9. **Cardholder's Title:** Insert the job title of the cardholder.
10. **Email:** Insert the email address for the cardholder.
11. **Phone Number:** Insert the phone number for the cardholder.
12. **Limit:** Insert the transaction limit for the cardholder using the table below. All cardholders do not have to have the same transaction limit. *(Note: This is a per transaction limit). GPO is the contracting officer; therefore card limits are not restricted by cardholder's contracting warrants.*

A	\$100	N	\$4,000
B	\$200	O	\$5,000
C	\$300	P	\$6,000
D	\$400	Q	\$7,000
E	\$500	R	\$8,000
F	\$600	S	\$9,000
G	\$700	T	\$10,000
H	\$800	U	\$15,000
I	\$900	V	\$25,000
J	\$1,000	W	\$50,000
K	\$2,000	X	\$100,000
L	\$2,500	Y	\$250,000
M	\$3,000	Z	unlimited
13. **Address:** Insert the physical address where the cardholder is located. Cards will be delivered in person to each cardholder.
14. **City/State:** Insert the city and state where the cardholder is located.
15. **Zip Code:** Insert the zip code where the cardholder is located.
16. **GPOExpress eView Administrator's Contact Name:** Each GPOExpress account must assign an eView Administrator. eView provides online access to GPOExpress account activity. The assigned eView Admin will have the authority to view all account activity for cardholders within their account, the capability to run reports. The eView Admin is not required to be a cardholder but should be an authorizing official.
17. **GPOExpress eView Administrator's Telephone Number:** Insert the telephone number of the GPOExpress eView Administrator.
18. **GPOExpress eView Administrator's Email:** Insert the email address of the GPOExpress eView Administrator.
19. **Financial Contact's Name:** Each GPOExpress account must have a contact listed in case financial issues arise. Insert the name of the financial contact associated with the GPOExpress account.
20. **Financial Contact's Telephone Number:** Insert the telephone number of the financial contact.
21. **Financial Contact's Email:** Insert the email address of the financial contact.
22. **Primary Contact's Name:** Insert the name of the person you wish to designate as the primary contact for all GPOExpress information. The primary contact should be an authorizing official.
23. **Primary Contact's Telephone Number:** Insert the telephone number of the person you wish to designate as the primary contact for all GPOExpress information.
24. **Primary Contact's Email:** Insert the email address of the person you wish to designate as the primary contact for all GPOExpress information.
25. **Address:** Insert the mailing address of the primary contact for GPO Express.
26. **City:** Insert the city of the primary contact for GPOExpress.
27. **State:** Insert the state of the primary contact for GPOExpress.
28. **Zip:** Insert the zip code of the mailing address for the primary contact for GPOExpress.
29. **Contact Fax Number:** Insert the fax number of the primary contact for GPOExpress.
30. **Authorizing Signature:** Order form must be signed by authorizing official, whose name is on file with GPO.
31. **Title of Authorizing Official:** Title of the signing authorizing official.